



WASHINGTON STATE DEPARTMENT OF
Natural Resources



Assistant Division Manager
Fleet and Equipment Management Section
Engineering and General Services Division
Recruitment # 2006-04-6297

The Washington State Department of Natural Resources (DNR) seeks an experienced leader, mentor and coach who will possess strong leadership skills and communicate a sense of vision while working towards goals and objectives for the agency's Fleet and Equipment Management Section. This section provides agency wide equipment procurement, fabrication, maintenance and repair services, and transportation services, to include operation of the department's motor pool.

Type of Position: Washington Management System: Band 2
Monthly Salary Range: Up to **\$5,744**
Benefits Package: Health and dental insurance, retirement pension, vacation, sick leave and holidays.
Closing Date: Open until filled. First screening will commence on **May 8, 2006**
Location: Natural Resources Building, Olympia, WA

AGENCY MISSION AND CHALLENGE

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. The DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the Public Land Trusts. The DNR manages over 5.6 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1400 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

JOB PROFILE

The Assistant Division Manager (ADM) for Fleet and Equipment Management will plan, lead, organize, direct and control the Equipment and Materials Section of the Engineering Division which consists of thirty (30) full time staff working in five (5) separate work units; Equipment Maintenance, Fabrication, Small Motors, Equipment Purchasing and Analysis and Administration. The ADM is responsible for the operational management of the Natural Resources Equipment Fund (NREF), a revolving fund managed for equipment maintenance and repair exceeding 10 million biennially. This section provides agency wide equipment purchasing, fabrication, maintenance and repair services, and transportation services to include operation of a department motor pool.

The ADM will provide vision, goals and direction (tactical and strategic leadership) for the Fleet and Equipment Service Section, the Natural Resources Equipment Fund, and vehicle and equipment use and maintenance.

- Directing, organizing, and managing the Fleet and Equipment Services Section staff to foster a healthy working environment that includes effective performance management and accountability.
- Provide technical assistance to the Natural Resources Equipment Fund Board, the Division Manager and Executive management on the development and implementation of a long-range strategic vision for equipment procurement, maintenance, repair, and replacement and NREF

operational management.

- Develop, and administer agency procedures to ensure compliance with purchasing laws and directives. Formulate specific purchasing procedures for the agency within the broad policies stipulated by the Office of State Procurement.
- Plan, direct and establish policies and procedures for equipment maintenance and repair at the DNR Tumwater Compound and provide technical guidance and operating procedures for nine field maintenance shops statewide.
- Plan direct and establish policies and procedures relating to several statewide programs including truck transportation, and an equipment pool.
- Establish and manage preventative maintenance intervals and repair standards for all classes of vehicles and equipment.
- Plan and direct the fabrication of specialized equipment to meet the agency's needs such as wildfire fire engines, inmate crew busses, helicopter support vehicles, farm equipment and marine equipment.
- Developing and maintaining professional relationships and communications with other divisions, regions, citizens, businesses, and other public, private and regulatory agencies.

THE IDEAL CANDIDATE WILL POSSESS

- A Bachelors degree in business administration or automotive engineering or certification from an accredited fleet management program, and a minimum of five years progressively responsible experience in fleet management.
- Experience in municipal or governmental fleet management including acquisition, life cycle planning, setting rates, and budget preparation for a large diversified fleet of vehicles and equipment.
- A proven track record of demonstrated leadership, integrity, vision and innovation for delivering results, building accountability for staff and creating a positive working environment.
- Superior knowledge of legal statute, regulatory guidance and principles governing procurement and surplus of equipment for government agencies.
- Demonstrated ability recognizing, analyzing and resolving complex issues, conducting presentations and persuasively negotiating.

APPLICATION PROCESS

Interested and qualified candidates should submit:

1. A letter of interest (not more than 2 pages) describing your qualifications as they relate to the essential duties and the qualifications.
2. A current and detailed resume.
3. When applying for positions with the Department of Natural Resources we request your voluntary cooperation in responding to an online applicant profile questionnaire. This information is confidential and is for reporting purposes only. To complete the questionnaire please visit: <http://www.surveymonkey.com/s.asp?u=905811603129>

References will be requested at the time of interview.

Please submit materials to: DNRRecruiting@wadnr.gov Please indicate 2006-04-6297 in the subject line of your e-mail.

For **more information contact** Shea Richardson at 360-902-1142. For other DNR job opportunities please visit www.dnr.wa.gov/jobs.